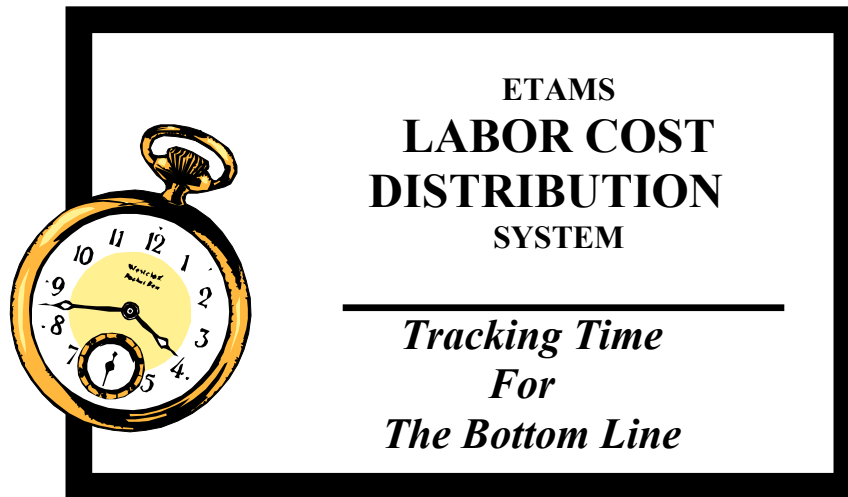


ETAMS – Labor Training
for the
Labor User and Certifier



If you need HELP with the ETAMS – Labor System

LABOR CLERK: _____

PHONE: _____

LABOR ADMINISTRATOR: _____

PHONE: _____

FACILITY COORDINATOR: _____

PHONE: _____

EMAIL: LABOR.HELPDESK@gsa.gov

July, 2001

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I. GETTING STARTED

How to Log on to FEDdesk

1. Open a browser.

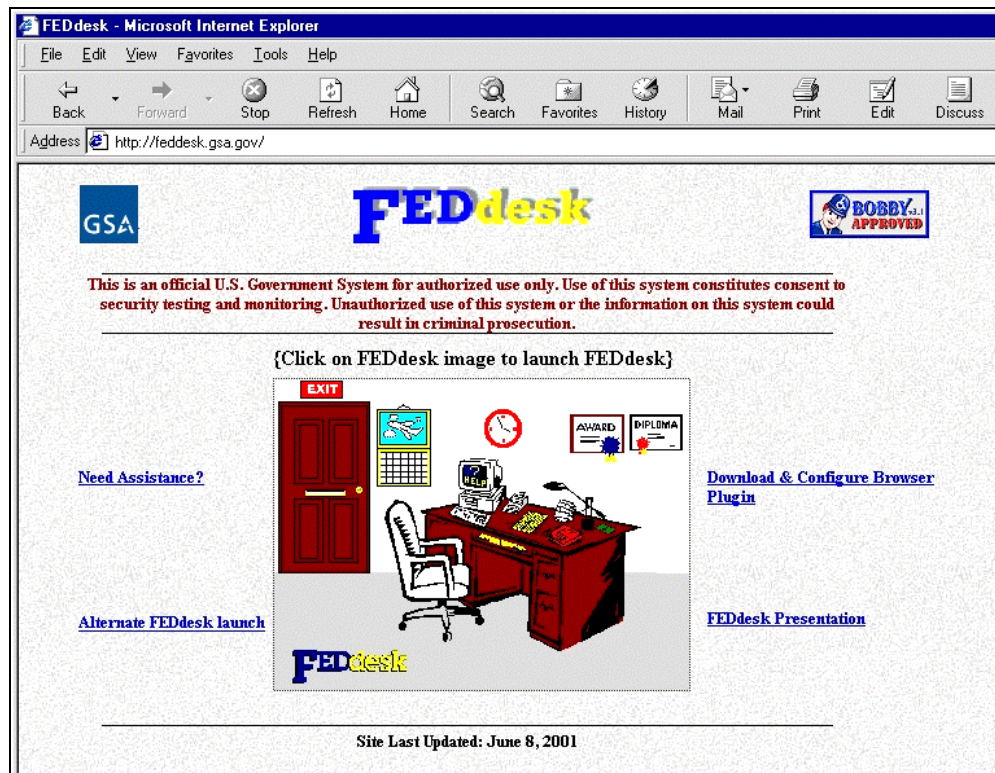


Netscape
Navigator



Internet
Explorer

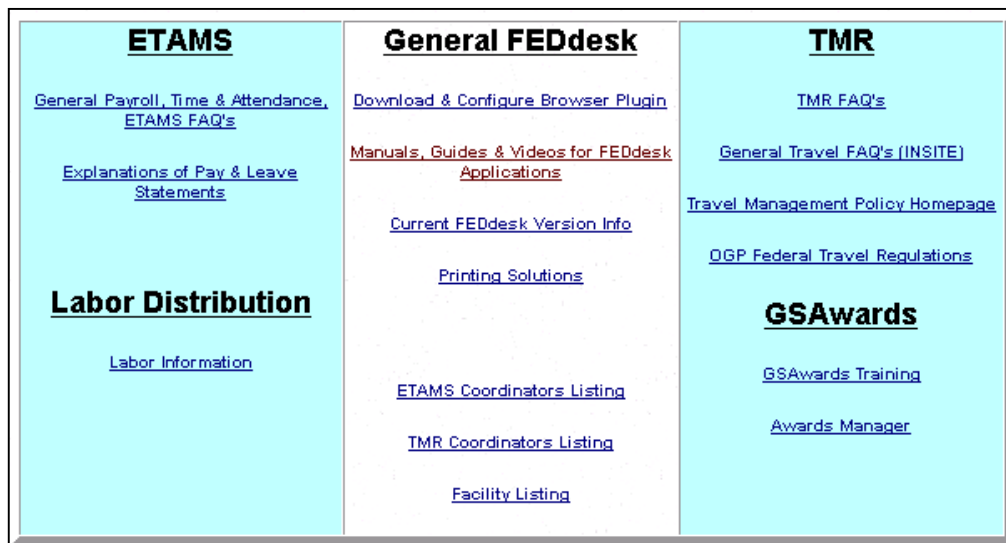
2. Type the FEDdesk address (URL) into the Address box: <http://feddesk.gsa.gov> to open the FEDdesk home page.



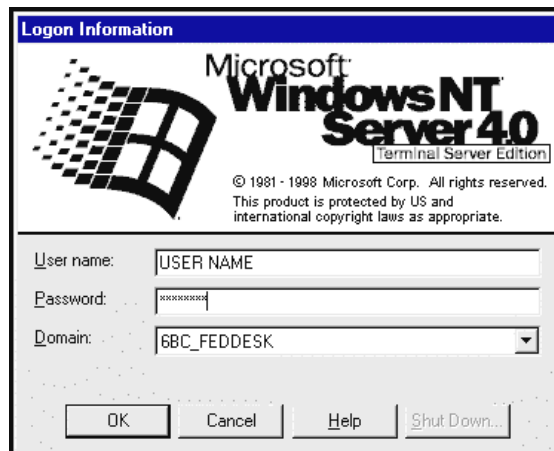
3. Click on the FEDdesk picture to launch the FEDdesk application. First time users may need to download the plugin. If so, click on **Download & Configure Browser Plugin** and follow the appropriate instructions pertaining to which browser you are using.

But if you need help,

click Need Assistance? - for Labor training manuals, guides, and videos as well as general FEDdesk documentation for ETAMS, Travel Reimbursement and Awards. (See Reference D)



4. After you launch the FEDdesk application, log into the NT Server using your FEDdesk Username and Password.



5. Click on the ETAMS clock to enter Timecard or Labor information.



II. How to Access Labor Screens

Access to ETAMS and the Labor system is based upon the user's permissions. There are six types of Users: Base User, Certifier, Labor Clerk, Timekeeper, Labor Administrator, and Facility Coordinator.

Base Users

A Base User has access to his/her own Timecard and Labor information. The Base User has access to these screens:

- ETAMS Timecard - Payroll Timecard (read-only for Labor Restricted users)
- Labor Default - Labor Default Schedule
- Labor Summary - Two-Week Labor Summary Screen
- Labor Detail - Daily Labor Detail Screen

After clicking on the ETAMS clock, the Labor Summary screen displays. From the Labor Summary screen, all other screens are accessible.

All Other Users

All other ETAMS Users (Certifier, Labor Clerk, Timekeeper, Labor Administrator, and Facility Coordinator) have access to the ETAMS Main Menu and all options listed. Each Timekeeper and Certifier has access to the employee records for which they are responsible. The Facility Coordinator has access to all employees in the Facility. After clicking on the ETAMS clock, the following screens display if there are Unsigned Base Schedules or Payroll Corrections.

Warning!
The following employee Base Schedules in your Area(s) are not signed.

Agency GS **ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM** 3/27/00
Region 02 Contains Privacy Data PL93-579 Privacy Act 14:05:13
Facility TH Unsigned Base Report Page 1 of 1

SSN	Name	Area	Team
111-11-1111	JONES, JOHN D	15	02
222-22-2222	AUSTIN, KAREN	15	01
333-33-3333	DANDRIDGE, SIMONE W	15	01
444-44-4444	COLE, AL		
555-55-5555	HOLLINS,		
666-66-6666	MOORE,		
777-77-7777	MYERS,		
888-88-8888	BANNISTER		

Print

Warning!
The following employee Payroll Corrections in your Area(s) have not been reviewed.
Please review Payroll Corrections and then perform the 'Review Complete' option on the Select screen.

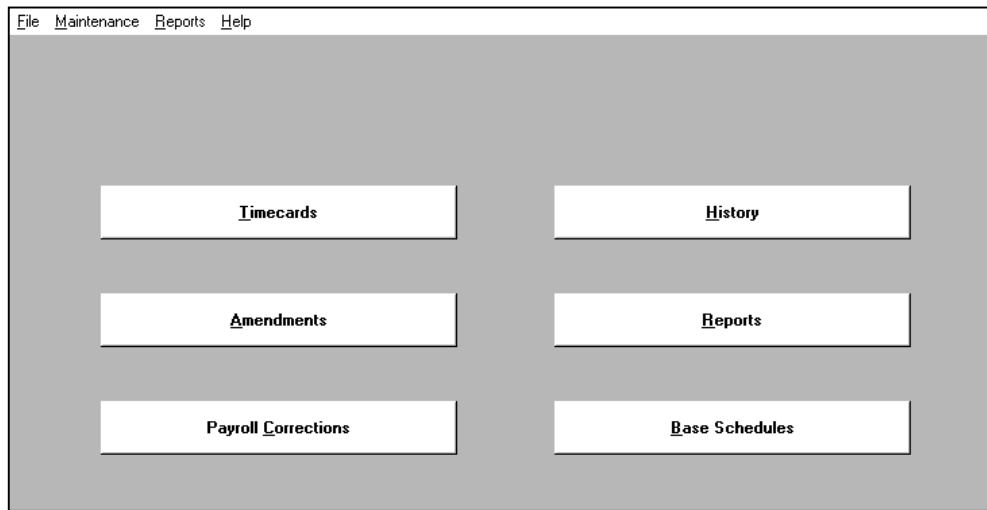
GSA **ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM** 1/19/01
Version 4.1 Contains Privacy Data PL93-579 Privacy Act 10:26:35
GS/R6/TG **Payroll Corrections To Review Report** Page 1 of 1

SSN	Year	PP	Name	Area	Team
888-88-8888	1996	12	BANNISTER, BOB S	15	02
777-77-7777	1996	12	MYERS, PHIL S	15	02

Print Close

After closing these reports, the Main Menu Displays.

The ETAMS Main Menu



Following is a summary of the options found on the ETAMS Main Menu

- **Timecards** The Labor Default, Labor Summary, Labor Detail, and Timecard screens are accessed here.
- **Amendments** The Timecard and Labor Screens can be amended by the Timekeeper from this option
- **Payroll Corrections** Payroll Corrections are changes coming back to the Facility from Payroll. These Timecards errored during Payroll processing and were corrected by a Payroll Technician. Both the Timekeeper and Certifier need to review these records.
- **History** Both Labor and Timecard records are moved to History after the Pay Period records have been processed.
- **Reports** Two different ETAMS reports can be generated from this option, Exception Code Report and Individual Exception Code Report. Labor Reports are printed from the 'Reports' menu on the Labor Summary and Select screens.
- **Base Schedules** The Employee's Regular Tour of Duty and the Labor setup fields are maintained here.

How to Log Out of FEDdesk

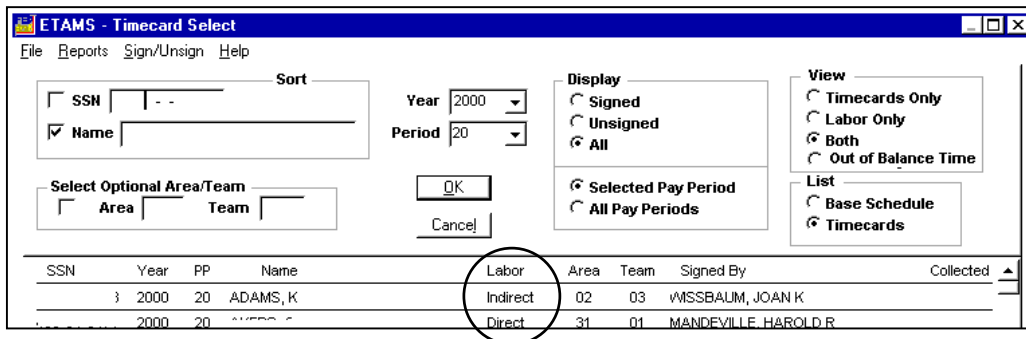
1. From any ETAMS or Labor screen, click on the Control Bar (X) in the upper right corner of the front (active) screen.
2. Continue to exit each screen until you come to the FEDdesk splash screen.
3. Click on the EXIT sign over the door to exit the FEDdesk application.
4. Close the browser window

II. USING THE LABOR FEATURE

A Preview of ETAMS and Labor Screens

A Base User sees the Labor Summary screen after clicking on the ETAMS clock unless a future Timecard has been created. When more than one Timecard is available, the *Timecard Select* screen displays for the Base User to select the needed record.

Certifiers and Timekeepers who access multiple employee Timecards click **Timecards** on the *ETAMS Main Menu* to display a list of employees to which they have access.

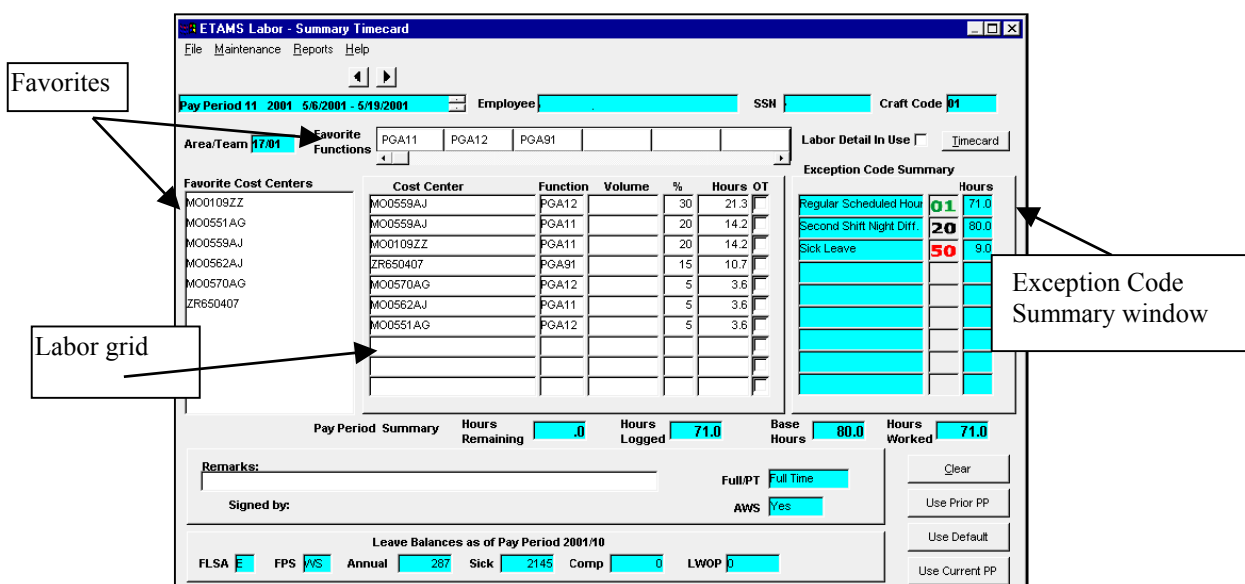


The screenshot shows the 'ETAMS - Timecard Select' window. It has a menu bar with 'File', 'Reports', 'Sign/Unsign', and 'Help'. Below the menu bar are several controls: a 'Sort' section with 'SSN' and 'Name' checkboxes, a 'Year' dropdown set to '2000', a 'Period' dropdown set to '20', and a 'Select Optional Area/Team' section with 'Area' and 'Team' dropdowns. To the right are 'Display' and 'View' sections. The 'Display' section has radio buttons for 'Signed', 'Unsigned', and 'All' (selected), and checkboxes for 'Selected Pay Period' and 'All Pay Periods'. The 'View' section has radio buttons for 'Timecards Only', 'Labor Only', 'Both' (selected), and 'Out of Balance Time'. Below these is a 'List' section with radio buttons for 'Base Schedule' and 'Timecards' (selected). At the bottom is a table with columns: SSN, Year, PP, Name, Labor, Area, Team, Signed By, and Collected. The 'Labor' column is circled. The table contains two rows: one for ADAMS, K (Indirect) and one for MANDEVILLE, HAROLD R (Direct).

SSN	Year	PP	Name	Labor	Area	Team	Signed By	Collected
3	2000	20	ADAMS, K	Indirect	02	03	WSSBAUM, JOAN K	
	2000	20		Direct	31	01	MANDEVILLE, HAROLD R	

The *Timecard Select* screen lists employee Timecards accessible to the user. The current Pay Period will be the default, although you may log time for a future Pay Period. You can display Timecards for one Pay Period or all Pay Periods using the choices on the top-right of the screen. Base Users will see only their name on this screen after exiting the Labor Summary where they can create future Timecards.

Notice the column marked Labor. An employee will be classified as “Yes”, “Direct”, “Indirect”, or “G&A” if they charge Labor time. Employees not on the Labor system will be marked “No”. Click on the employee name to highlight it and then click the OK button to open the *Labor Summary* screen.



The screenshot shows the 'ETAMS Labor - Summary Timecard' window. It has a menu bar with 'File', 'Maintenance', 'Reports', and 'Help'. Below the menu bar are controls for 'Pay Period' (set to 11 2001 5/5/2001 - 5/19/2001), 'Employee', 'SSN', and 'Craft Code' (set to 01). There are 'Favorite Functions' and 'Area/Team' (set to 17/01) dropdowns. The main area is divided into three sections: 'Favorite Cost Centers' on the left, a 'Labor grid' in the center, and an 'Exception Code Summary' on the right. The 'Labor grid' has columns for Cost Center, Function, Volume, %, Hours, and OT. The 'Exception Code Summary' has columns for Exception Code and Hours. At the bottom is a 'Pay Period Summary' section with fields for 'Hours Remaining', 'Hours Logged', 'Base Hours', and 'Hours Worked'. There is also a 'Remarks' field, a 'Signed by:' field, and a 'Leave Balances as of Pay Period 2001/10' section with fields for FLSA, FPS, Annual, Sick, Comp, and LWOP. A 'Clear' button and 'Use Prior PP', 'Use Default', 'Use Current PP' buttons are also present.

Favorite Cost Centers

Cost Center	Function	Volume	%	Hours	OT
MO0559AJ	PGA12		30	21.3	
MO0551AG	PGA11		20	14.2	
MO0559AJ	PGA11		20	14.2	
ZR650407	PGA91		15	10.7	
MO0570AG	PGA12		5	3.6	
MO0562AJ	PGA11		5	3.6	
MO0551AG	PGA12		5	3.6	

Exception Code Summary

Exception Code	Hours
Regular Scheduled Hour	01 71.0
Second Shift Night Diff.	20 80.0
Sick Leave	50 9.0

Pay Period Summary

Hours Remaining	Hours Logged	Base Hours	Hours Worked
0	71.0	80.0	71.0

Leave Balances as of Pay Period 2001/10

FLSA	FPS	Annual	Sick	Comp	LWOP
E	WS	287	2145	0	0

The Summary Screen is customized for each employee. It contains a Labor grid for logging productive time to Cost Centers [Projects, Buildings, and Reimbursable Agreements (RWAs)] and to Functions. The Cost Center box on the left holds a custom list of Cost Centers normally charged by the employee. The Functions tool bar at the top of the grid holds a custom list of the Functions normally performed. These ‘Favorite’ lists speed up the timekeeping effort. When the mouse is passed over any of the Cost Centers or Functions, Tool Tips are displayed in yellow, which give a detailed explanation of the codes.

Some of the fields found on the *Labor Summary* screen include:

- The ‘Exception Code Summary’ window totals the regular hours and the exception code hours from the ETAMS Timecard and calculates how many hours worked. For example, if an employee works overtime, the overtime hours are added to the Base Schedule for total hours worked. If the employee takes leave, those hours are subtracted from the Base Schedule to calculate the number of hours worked.

Note: The information in this window is READ ONLY and cannot be changed. Exception changes for leave or overtime must be made on the ETAMS Timecard or the *Labor Detail* screen for employees who are allowed to complete the Timecard. Exception Codes which only change the rate of pay but not the hours worked are noted, but do not affect the calculations.

- ‘File’, ‘Maintenance’, ‘Report’s and ‘Help’ menus at the top left of the screen may be selected for additional screens. Menu items are available depending on user permissions.

<u>File</u>	<u>Maintenance</u>	<u>Reports</u>	<u>Help</u>
Save	Default	Labor Default	Certifier Schedule
Exit	Detail	Labor Detail	ETAMS Topics
	Cost Centers	Labor Favorites	Facility Coordinator Schedule
	Functions	Labor Summary	System Administration Topics
	Units		T&A Clerk Schedule
			About

- ‘Labor Detail In Use’ check box: Either the *Labor Detail* screen or the *Labor Summary* screen is used for the Pay Period. When the *Labor Detail* screen is used, the *Labor Summary* screen is locked.
- ‘Timecard’ button: Click this button to go to the ETAMS Timecard.
- ‘Clear’, ‘Use Prior PP’, ‘Use Default’ (shows the expanded Labor Default entries), and ‘Use Current PP’ (resets the Labor Summary to the last Save) command. These buttons are used to reset Labor entries.

How to Establish Favorites

Note: 'Cost Centers and 'Functions' are labels that may vary by Agency or Service. The labels shown here are for example only.

The Favorite Cost Centers list, and the Favorite Functions toolbar are personalized lists of employee work codes. Each list is created from a master list of available Cost Centers and Functions. The Favorites list can be modified at any time. The Favorites list can be established or changed from the Labor Default, Labor Detail, or Labor Summary screen.

To Add an Entry to Favorites:

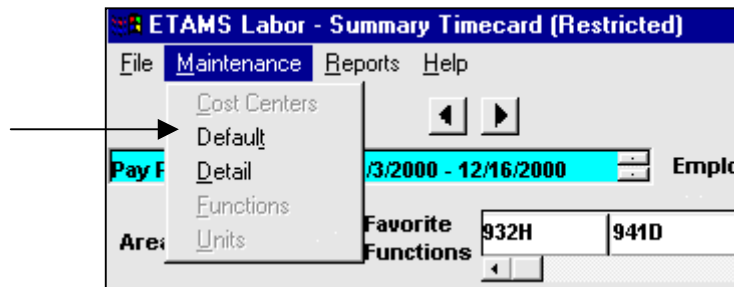
1. Any Cost Center or Function used on the Labor grid can be dragged to the Favorites List. Click on the Cost Center or Function holding the left mouse button down until a hand carrying an object appears. Pull the code to the Favorite list.
or
2. Right mouse click inside the Favorite Cost Centers list box or Favorite Functions toolbar to bring up the list of available choices.
3. Drag entries from All Cost Centers/Functions column to the Favorite Cost Centers/Functions column with the mouse.
4. Close the window and Save. The selections display on the *Labor Summary* screen.

To Delete an Entry from Favorites:

1. Right mouse click inside the Favorite Cost Centers list box or Favorite Functions toolbar to bring up the list of available choices.
2. Drag the Cost Center or Function no longer needed from the Favorites List back to the master list.
3. Close the window and Save. The deleted selections no longer display in the Favorites List.

How to Set-Up a Labor Default

The Labor Default is an accounting of work performed during the employee's Regular Tour of Duty, including the percentage of time spent on each assignment. The Labor Default is automatically copied onto the *Labor Summary* and *Labor Detail* screens each Pay Period. It can be adjusted for actual work performed. The Labor Default can be changed at any time.



1. From the *Labor Summary* screen, click on the Maintenance Menu and select *Labor Default*.

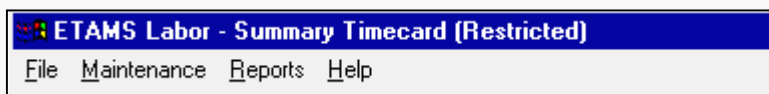
Cost Center	Function	Work Pct	Hours	OT
RBTR03	F101	50	18.0	
RBTR03	F109	25	9.0	
RBTR03	F107	25	9.0	
Total		100	36.0	

2. Press the 'Add' button to insert a line into the Labor grid. Drag a Cost Center and a Function over (or use the Soft Search Method to find the codes) and type the percent of time or hours worked in a Pay Period. The normal total hours should equal 80 hours for a full time employee. The total at the bottom of the screen indicates when 100 percent of the time has been allocated to assignments. It is recommended that each Labor allocation be a minimum of 10% of the total for the Pay Period.
3. Click Close and Save to return to the *Labor Summary* screen.

The Restricted Labor Option

Note: Information about the 'Restricted Labor Option is shown in gray text boxes throughout this manual.

The Restricted Labor Option is used whenever a Labor employee is restricted to entering only his or her own labor data. The Timecard is view only. A Restricted Labor employee (indicated on the Title Bar of the Labor Summary and Labor Detail screen) may report work performed on the Labor screens, but must contact the Timekeeper to record any pay exceptions, such as leave or overtime on the Timecard.



Labor time will automatically balance to the Timecard if the employee is not Restricted to Labor. When an employee is a Restricted Labor Employee, labor hours can be entered prior to the Timekeeper's entries and the total Labor hours may not always balance with the hours recorded on the Timecard. When the daily Labor total is different from the daily Timecard total, an 'Out of Balance' condition exists. When there is an out-of-balance condition, the totals will display in red. The Timecard and Labor record will have to be brought into balance prior to Timecard certification.



How to Complete the Labor Summary Screen

At the beginning of each Pay Period, a Labor Summary record is created for each employee. The total hours worked for the Pay Period is charged to the “Labor Default Schedule” which displays as a single line item entry. Even when changes are entered, because of edits that exist on the Labor Summary and Labor Detail, the Timecard and Labor record remains in balance. If different work is performed during the Pay Period, several options are available for recording Labor hours. The reset buttons (found on the bottom-right of the screen) will reset the entries. These buttons are:

- **Clear** = Clears all entries so new information can be entered, or press the Clear button and then Save to display the ‘Labor Default Schedule’ entry.
- **Use Prior PP** = Uses the percentage of time allocated the previous Pay Period to time worked. This will bring back all Cost Centers and Functions previously listed. These percentages can be used or hours and % can be adjusted.
- **Use Default** = Shows the Labor Default in detail.
- **Use Current PP** = Resets the screen to the last Saved value.

To complete the Labor grid, use either method given here:

Cost Center	Function	Volume	%	Hours	OT
Labor Default Schedule	N/A		100	80.0	
ATR006					
ATR006	The Alamo				
CAMTR4	The Chicago Art Museum				
ESBTR2	Empire State Building				
G & A	General Management and Administration				
GTR005	Graceland				
Labor Default Schedule	Unallocated Time				
RBTR03	The Rose Bowl				

Soft Search Method

Cost Centers and Functions can be typed directly into the Labor grid. When typing in either the Cost Center or Function Field, a drop down data window appears. You can either continue typing or arrow down to select from the list of Cost Centers or Functions. Only valid codes will appear in the window.

Drag and Drop Method

1. Right mouse-click in the Labor grid to add or delete a line in the window.
2. Drag a Cost Center from the Favorite Cost Centers list to the next available line in the labor grid.
3. Drag a Favorite Function from the toolbar to the Labor grid.
4. Key in the hours or percentage of time spent on the Cost Center/Function activity.

Tool Tips are available which describe each Cost Center or Function code. These are available when the mouse is dragged over the code you want to see. Tool Tips also appear for icon buttons at the top of the screen.

The totals at the bottom of the Labor grid track the total number of hours logged and the remaining hours to be allocated. Total Hours Logged should equal hours worked and Remaining Hours should equal 0.

MO0127ZZ	A44	11	7.4			
KS0094ZZ	A44	11	7.4			
Pay Period Summary						
		.0	67.5	80.0	67.5	
		Remaining Hrs	Logged Hrs	Base Hrs	Hrs Worked	

With every labor entry, Labor Default hours will be either added or subtracted to recorded hours so that Remaining Hours will always be zero.

*For **GSA Public Building Service** only, Employees may enter new combinations of Buildings and Projects or RWAs into the Labor grid. The Building must be entered first, followed by a slash (/) and then the Project or RWA number. If the combination is not in the drop-down list, it will be added as a new Cost Center. Only valid codes will be permitted since fields are edited when new Cost Centers and Functions are created. On new items, click "yes" to Save the new Cost Center when typing is complete.*

ETAMS Labor - Summary Timecard
File Maintenance Reports Help

Pay Period 13 2001 6/3/2001 - 6/16/2001 Employee [] SSH [] Cr []

Area/Team 08/01 Favorite Functions PG691 PG901 Labor Detail In U []

Favorite Cost Centers

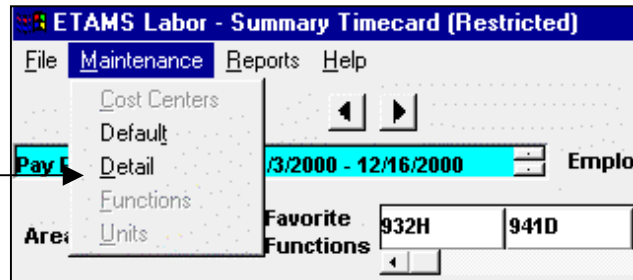
Cost Center	Function	Volume	%	Hours	OT	Exception Code
AZ6289ZZ	Labor Default Schedule	N/A	100	80.0		Regular Scheduled
JA0013ZZ/RIA03567	Labor Default Schedule	Unallocated Time				
JA0027ZZ	MO0016ZZ	U S POST OFFICE 104 W SNEED CENTRALIA MO 65240				
JA0030ZZ/A0008987	MO0021ZZ	608 E CHERRY ST COLUMBIA MO 65201				
JA0030ZZ/A2162674	MO0033ZZ	BUILDING 41 1500 E BANNISTER KANSAS CITY MO 64131				
Z0600901	MO0033ZZ/A0311281	BUILDING 41 1500 E BANNISTER KANSAS CITY MO 64131				
	MO0033ZZ/A2193135	BUILDING 41 1500 E BANNISTER KANSAS CITY MO 64131				
	MO0033ZZ/RMO00771	BUILDING 41 1500 E BANNISTER KANSAS CITY MO 64131				

How to Complete the Labor Detail Screen

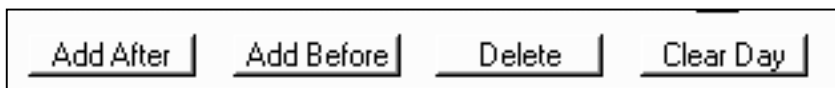
The Labor Detail screen can be used to enter both:

- ETAMS Timecard data and
- Labor data, on a daily basis.

1. To display the Labor Detail screen, from the Labor Summary screen click the Maintenance/Detail menu.



2. Each day must balance to hours worked. If a part day is logged, adjust the Labor Default hours to balance the day. If you work a flexible schedule, balance the Timecard to your actual hours worked each day.
3. Enter Cost Centers, Functions and Hours the same way you log time on the Summary Screen.
4. If additional entries are needed, click the appropriate button to add a new line before or after the current line using the buttons at the top left of the window. Choices are:



5. Exception Code entries can be entered on the Labor Detail or on the Timecard. The Exception Code Toolbar is identical to the Exception Code Toolbar on the Timecard and Base Schedule screens. For the Labor feature, three Exception Codes have been added:

Day	Cost Center	Function	Volume	Start	Stop	Hours	OT	Code	Day	Base
Sun 7	Regular Day Off							X		
Mon 8	Regular Day Off							X		
Tue 9	RBTR03	F105				9.0		01	9.0	9.0
Wed 10	RBTR03	F105				9.0		01	9.0	9.0
Thu 11	Holiday Observed	N/A				9.0		02	9.0	9.0
Fri 12	RBTR03	F105				9.0		01	9.0	8.0
Sat 13	Regular Day Off							X		
Sun 14	Regular Day Off							X		
Mon 15	Annual Leave	N/A				2.0		40		
15	Comp Time Used	N/A				2.5		41		

- **X** Regular Day Off (RDO) is used to mark days not worked, such as weekends or Flex Days off. The Timecard shows days off as a 9000 code.
 - **01** Represents work at Regular Pay.
 - **02** Holiday Observed. Since Holiday time is paid time off and work is not performed, this code automatically displays on Holidays that fall on Regular Scheduled workdays.
6. The Exception Code explanation (e.g.: 'Annual Leave') will display in the Cost Center field. No further coding is required, since work is not performed during Leave time.

The exception is OVERTIME. When Overtime is logged, work is being performed and a new Cost Center and Function Code must be dragged over the Overtime Description to account for the work being performed.

Pay Codes that indicate premium pay or special Family Leave do not increase the amount of time worked or leave taken. These codes must be added on a separate line with the hours marked. These pay codes will not add to the total hours of the Pay Period, but are necessary for Payroll System validation

7. Continue adding new lines until all Exception Codes have been entered. If a line is added in error, point to the extra line and click the Delete button.
8. Exit and Save Your Work. Click the File/Exit menu item at the top left of the screen. The message will ask if you want to save your work when changes have been made.

Note: When data is entered on the Labor Detail screen, the Labor Summary screen is grayed out and locked until the checkbox '**Labor Detail in Use**' is unchecked. Since the Labor Summary screen spreads percents evenly to each day worked, **DO NOT REMOVE THIS CHECK OR THE DAILY DETAIL WILL BE LOST.**

ETAMS Labor - Summary Timecard

File Maintenance Reports Help

Pay Period 13 1998 6/7/1998 - 6/20/1998 Employee HOLLINS, KAY I SSN 555-55-5555 Craft Code

Area/Team 15/01 Favorite Functions F104 F105 F109 Labor Detail In Use ☒ Timecard

Favorite Cost Centers	Cost Center	Function	Volume	%	Hours	OT
G & A	RBTR03	F105		44	27.0	
GTR005	RBTR03	F107		42	26.0	
RBTR03	GTR005	F105		15	9.0	
Supervision						
Training						

Exception Code Summary

	Hours
Regular Scheduled Hour	01 62.0
Holiday Observed	02 9.0
Annual Leave	40 2.0
Comp Time Used	41 2.5
Sick Leave	50 4.5

Pay Period Summary Hours Remaining 0 Hours Logged 62.0 Base Hours 80.0 Hours Worked 62.0

Remarks:

Full/PT Full Time AWS Yes

Leave Balances as of Pay Period 1996/11

Clear Use Prior PP Use Default Use Current PP

Restricted Labor - How to Complete the Labor Detail Screen

Sample: Labor Detail after the employee logs time and before Timekeeper logs Annual Leave (8 hrs) and Overtime (2 hrs). If employee had not taken leave on Tuesday, Logged Hours would have been 82 hrs and Timecard hrs 80. A warning would display on Save. Employee can mark work done during overtime with a check in the 'OT' column. Out of balance days will be marked in red.

Labor Detail after Employee and Timekeeper have logged data

ETAMS Labor - Detail Timecard (Restricted)

File Maintenance Reports Help

Pay Period 10 2001 4/22/2001 - 5/5/2001 Employee SSN Craft Code

Area/Team

Add After Delete Favorite Functions PGA44 PGA45 PGA46 PGA51 Timecard

Add Before Clear Day

Favorite Cost Centers

KS0094ZZ
MO0040ZZ
MO0050ZZ
MO0127ZZ
MO0127ZZN2622923
MO0127ZZN2636524
MO0127ZZN2640044
MO1861ZZ

Meal Start Stop
0000 0000
Full/PT Full Time
AWS Yes

Day	Cost Center	Function	Volume	Start	Stop	Hours	OT	Logged Hours	Timecard Hours
Sun 22	Regular Day Off								.0
Mon 23	MO0127ZZ	PGA44				1.8			
23	MO0127ZZ	PGA45				1.8			
23	MO0127ZZ	PGA46				6.4			
23	Hours In Pay Status - 8%					8.0		10.0	8.0
Tue 24	Hours In Pay Status - 8%					8.0			8.0
Wed 25	MO0127ZZ	PGA44				.8			
25	MO0127ZZ	PGA45				.8			
25	MO0127ZZ	PGA46				6.4			
25	Hours In Pay Status - 8%					8.0		8.0	8.0
Thu 26	MO0127ZZ	PGA44				.8			
26	MO0127ZZ	PGA45				.8			
								74.0	80.0

Remark:

Leave Balances as of Pay Period 2000/25

FLSA FPS GS Annual Sick Comp LWOP

Out of Balance

ETAMS Labor - Detail Timecard (Restricted)

File Maintenance Reports Help

Pay Period 10 2001 4/22/2001 - 5/5/2001 Employee SSN Craft Code

Area/Team

Add After Delete Favorite Functions PGA44 PGA45 PGA46 PGA51 Timecard

Add Before Clear Day

Favorite Cost Centers

KS0094ZZ
MO0040ZZ
MO0050ZZ
MO0127ZZ
MO0127ZZN2622923
MO0127ZZN2636524
MO0127ZZN2640044
MO1861ZZ

Meal Start Stop
0000 0000
Full/PT Full Time
AWS Yes

Day	Cost Center	Function	Volume	Start	Stop	Hours	OT	Logged Hours	Timecard Hours
Sun 22	Regular Day Off								.0
Mon 23	MO0127ZZ	PGA44				1.8			
23	MO0127ZZ	PGA45				1.8			
23	MO0127ZZ	PGA46				6.4			
23	Hours In Pay Status - 8%					10.0		10.0	10.0
Tue 24	Annual Leave					8.0			
24	Hours In Pay Status - 8%					8.0		.0	.0
Wed 25	MO0127ZZ	PGA44				.8			
25	MO0127ZZ	PGA45				.8			
25	MO0127ZZ	PGA46				6.4			
25	Hours In Pay Status - 8%					8.0		8.0	8.0
Thu 26	MO0127ZZ	PGA44				.8			
26	MO0127ZZ	PGA45				.8			
								74.0	74.0

Remark:

Leave Balances as of Pay Period 2000/25

FLSA FPS GS Annual Sick Comp LWOP

In Balance

Review and Certification of Timecards

Use this procedure to review and sign Timecards, Amendments or Base Schedules:

1. From the ETAMS Main Menu:
Click 'Timecards' 'Amendments' or 'Base Schedules'.
Note: By default, all *Timecard Select* screens display only unsigned records. To display a complete list of records, regardless of signature, go to the *Display* box and click *All*. In addition, you may also sort the list by Area/Team using the '*Select Optional Area/Team*' box. The following instructions are written using the default settings.
2. To Review one Area/Team at a time:
 - A. Click on an employee name in the Area/Team to be reviewed.
 - B. Click in the '*Select Optional Area/Team*' box to display the selected employee list.

LABOR: Go to the *View* box and click *Timecards Only*. This setting lets you scroll through just employee Timecards. When *Labor Only* is checked, you can scroll through just Labor records. When *Both* is checked, the Labor record displays for each Labor employee and the Timecard displays for any employee who does not have Labor enabled in the Base Schedule.

3. To Display the first record:
Click on the first employee name and click 'OK'.
4. Review the Timecard. If there is a Supplemental Page (Supp Exists), click in the '*Show Supp*' box. Use the ↓ down arrow to scroll to the second week. Return to the primary screen by clicking in the '*Show Supp*' box.
Note: To view all possible Exception Codes, place your mouse pointer in any *Code* column and click the right mouse button. A pop up box displays all valid codes.
5. **Either:** Review the record, but don't Sign. Use the right arrow (>) next to the Last Name to scroll through and review all the records. Go to the next step.
Or: Accept and Sign the Timecard by clicking '*Sign/Unsign*' on the Menu bar and answer the prompt to sign with a 'Yes'. Click the next (>) button to continue the Review and Sign process. Go to the next step.
Or: Leave the Timecard unsigned. Contact the Timekeeper for needed changes.
6. At the last employee record, click 'No' to the question to start over from the beginning. The 'Timecard Select' screen displays.
7. To Sign Timecards after Review (if already signed, go to the next step), from the 'Timecard Select' screen:
 - A. Click '*Sign/Unsign*' from the Menu bar and then click '*Sign Multiple*'.
 - B. Enter the Area number and press the Tab key.
 - C. Enter the Team number and click 'OK'. When all employee records in the selected Area/Team are Signed, the 'Timecard Select' list is blank.

Note: To view the 'Review and Certification of Timecards' lesson, go to http://feddesk.gsa.gov/etams_video.htm.

Reviewing and Balancing Restricted Labor Records

When the 'Restricted' feature is used, Labor hours can be 'Out of Balance' with Timecard hours. During the certification process, you get an error message telling you about any 'Out of Balance' condition that exists. You can either force the Labor hours into balance with the Timecard hours and sign, or leave the record unsigned and contact the Timekeeper. The Timekeeper must then get with the employee to reconcile the Labor record and the Timecard so that the Timecard can be signed by the deadline.

When a Certifier attempts to sign an 'Out of Balance' record, a nag screen appears which will either allow the certifier to force the Labor record into balance and sign, or skip the record which will send the signed Base Schedule and Labor Default records to Payroll and Labor Distribution and move the 'Out of Balance' records to Amendments for resolution.

ETAMS - Timecard

File Reports Sign/Unsign Help

SSN: 777-00-5007 Name: MOORE, TONI S Period: 2000 26

05 10 40 42 50 51 Area: 15 Team: 01 Show Supp: No Supp

Day	Start	Stop	Code	Start	Stop	Code	Start	Stop	Code	Start	Stop
12/03/00	1	Su	9000								
12/04/00	2	Mo	100H								
12/05/00	3	Tu	100H	40	100H						
12/06/00	4	We	100H								
12/07/00	5	Th	100H								
12/08/00	6	Fr	9000								
12/09/00	7	Sa	9000								
12/10/00	8	Su	9000								
12/11/00	9	Mo	100H								
12/12/00	10	Tu	100H								
12/13/00	11	We	100H								
12/14/00	12	Th	100H								
12/15/00	13	Fr	9000								
12/16/00	14	Sa	9000								

ETAMS - Timecard

? Timecard hours do not balance with labor hours for:
 SSN: 777005007
 Period: 2000/26
 Employee: MOORE, TONI S
 Would you like to Force to Balance, Create an Amendment, and Sign?

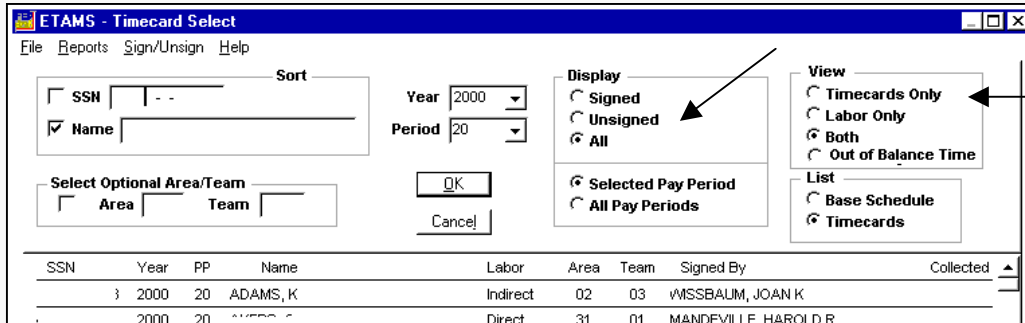
Yes No

Remarks: _____

Full/PT: Full Time AWS: Yes

Restricted Labor

The *Timecard Select* screen allows the Timekeeper or Certifier to select the record type for viewing. Some of the selection choices are:



ETAMS - Timecard Select

File Reports Sign/Unsign Help

Sort
☐ SSN ☐ Name

Year 2000 Period 20

Select Optional Area/Team
Area Team

OK Cancel

Display
☐ Signed
☐ Unsigned
☒ All

View
☐ Timecards Only
☐ Labor Only
☒ Both
☐ Out of Balance Time

List
☐ Base Schedule
☒ Timecards

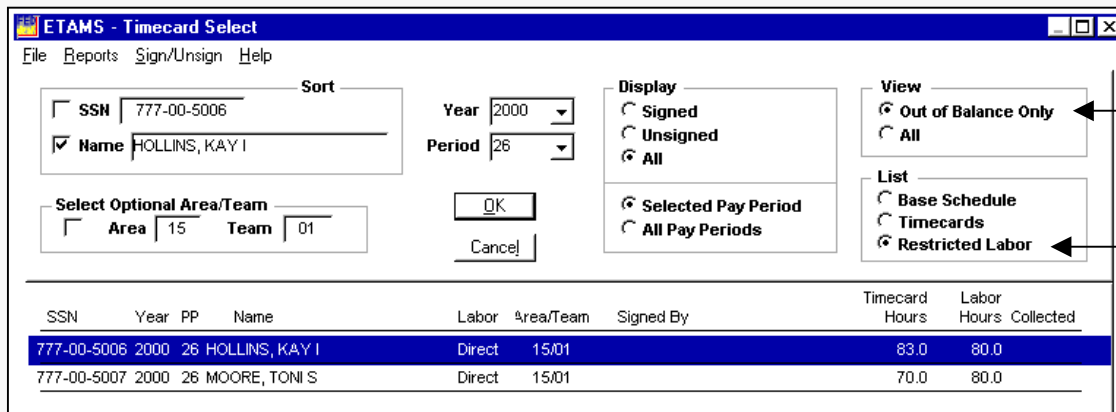
SSN	Year	PP	Name	Labor	Area	Team	Signed By	Collected
777-00-5006	2000	20	ADAMS, K	Indirect	02	03	WISSBAUM, JOAN K	
777-00-5007	2000	20	MANDEVILLE, HAROLD R	Direct	31	01		

The Unsigned option in the 'Display' box limits the review to Timecards that have been changed since they were signed.

The Timecards Only option in the 'View' box brings up just Timecards and not Labor records for viewing.

The Restricted Labor option in the 'List' box limits the review to Restricted Labor Employees

The Out of Balance Only selection displays employee records where the Labor work time does not balance with the Timecard.



ETAMS - Timecard Select

File Reports Sign/Unsign Help

Sort
☐ SSN ☒ Name

Year 2000 Period 26

Select Optional Area/Team
Area 15 Team 01

OK Cancel

Display
☐ Signed
☐ Unsigned
☒ All

View
☒ Out of Balance Only
☐ All

List
☐ Base Schedule
☐ Timecards
☒ Restricted Labor

SSN	Year	PP	Name	Labor	Area/Team	Signed By	Timecard Hours	Labor Hours	Collected
777-00-5006	2000	26	HOLLINS, KAY I	Direct	15/01		83.0	80.0	
777-00-5007	2000	26	MOORE, TONIS	Direct	15/01		70.0	80.0	

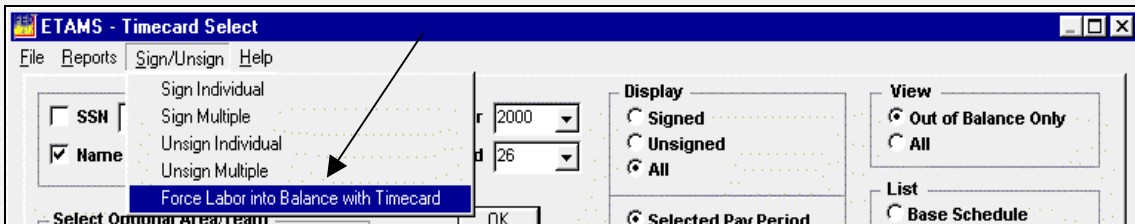
To view a list of Out of Balance records, from the Timecard Select screen select 'Restricted Labor' and then select 'Out of Balance Only'.

Restricted Labor

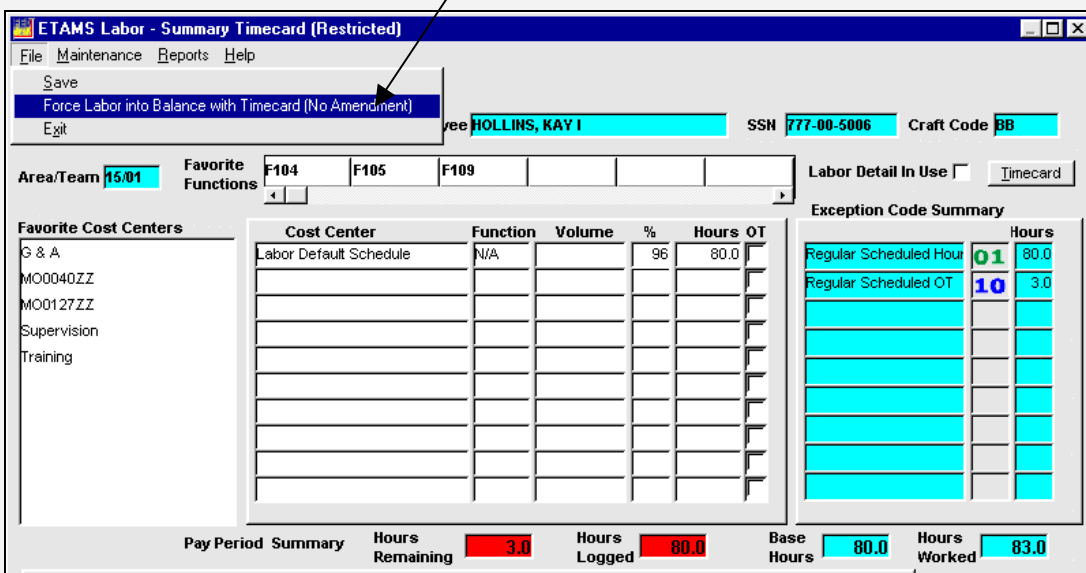
A list of Out of Balance records displays showing the total Logged Hours and Timecard hours.

You have three choices:

- (1) Open each Labor Summary and Timecard and work with the employee to resolve the difference.
- (2) Let the Certifier use the 'Force Labor into Balance with Timecard' option from the Sign/Unsign menu. This choice generates an out of balance Amendment, and adjusts the current time on the Labor record with the Timecard using the Labor Default. The Timekeeper, with the employee's assistance, will need to correct the Amendment record.



- (3) Have the employee, Labor Clerk, Timekeeper or the Certifier use the 'Force Labor into Balance with Timecard (No Amendment)' from the *Labor Summary* screen using the File Menu. This choice adjusts the current time on the Labor record with the Timecard using the Labor Default but does not generate an Amendment.



III. LABOR REPORTS

The following reports are available from the ETAMS Main Menu after selecting **Timecards**. From the *Timecard Select* screen choose Reports.

- Labor Default Report
 - By Craft Code
 - By Employee
 - Total
- Labor Summary Report
 - By Craft Code
 - By Employee
 - Total

Timekeepers and Certifiers can print these reports to see the impact of employee work hours on their organization.

Sample Reports: Labor Summary Hours by Employee

GSA Version 4.1		ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM Contains Privacy Data PL93-579 Privacy Act Labor - Summary		5/16/2001 1:56:24 PM Page 1 of 1
Pay Period 14 1998 06/21/1998 - 07/04/1998		Employee: AUSTIN, KAREN		
SSN: 222222222		Area/Team: 15/01	Craft Code: AA	
Cost Center	Function		Percent	Hours
G & A	F109	Maint. - General Repairs	4.17	1.0
RBTR03	F101	Cleaning - General	47.92	11.5
RBTR03	F107	O&M - General	23.96	5.8
RBTR03	F109	Maint. - General Repairs	23.96	5.8
			Total:	24.0
Exception Code			Percent	Hours
01	Regular Scheduled Hours		150.00	36.0
40	Annual Leave		-50.00	-12.0
			Total:	24.0

Labor Default Profile by Employee

GSA Version 4.1		ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM Contains Privacy Data PL93-579 Privacy Act Labor - Default		5/16/2001 1:55:54 PM Page 1 of 1
Pay Period 14 1998 06/21/1998 - 07/04/1998		Employee: AUSTIN, KAREN		
SSN: 22222222		Area/Team: 15/01	Craft Code: AA	
Cost Center	Function		Percent	Hours
RBTR03	F101	Cleaning - General	50.00	18.0
RBTR03	F107	O&M - General	25.00	9.0
RBTR03	F109	Maint. - General Repairs	25.00	9.0
Total:				36.0
Exception Code			Percent	Hours
01	Regular Scheduled Hours		100.00	36.0
Total:				36.0

Labor Summary Hours Total

GSA Version 4.1		ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM Contains Privacy Data PL93-579 Privacy Act Labor - DEFAULT by Craft Code		5/16/2001 1:52:01 PM Page 1 of 1
Pay Period 14 1998 06/21/1998 - 07/04/1998		Craft Code: BB		
		Area/Team: 15/01		
Cost Center	Function		Percent	Hours
RBTR03	F104	O&M Electrical System	10.00	16.0
RBTR03	F105	O&M HVAC	10.00	16.0
RBTR03	F109	Maint. - General Repairs	30.00	48.0
WHTR01	F111	Space Changes	25.00	40.0
WHTR01	F112	Trash Separation & Removal	25.00	40.0
Total:				160.0
Exception Code			Percent	Hours
01	Regular Scheduled Hours		100.00	160.0
Total:				160.0

IV. REFERENCE – ETAMS Schedule

July 2001

WEEK 1 SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	EFT PAYDAY FRIDAY	SATURDAY
<i>Hawaii Exception: (See Note 2b)</i>	<i>Timecards and Labor Records Are Collected Today</i> BEFORE 11AM Timecards Sign Timecards and Review Labor Records (See Notes 1-5) Base Schedules Sign Base Schedules, if necessary (See Note 3)	STAY OUT OF ETAMS ALL DAY TODAY <i>(Exception: See Note 2a)</i>	STAY OUT OF ETAMS ALL DAY TODAY		Leave Balances and Payroll Corrections Can Now Be Reviewed ANYTIME Payroll Corrections Review Corrections (See Note 7)	
WEEK 2 SUNDAY	MONDAY	TUESDAY	PAYDAY WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<i>Hawaii Exception: (See Note 2c)</i>	<i>Amendments Are Collected Today</i> BEFORE 11AM Amendments Sign Amendments (See Notes 1, 4, 5, 6)		

NOTES: For detailed instructions on any of these procedures, refer to the ‘How to’ section in on-line Help.

1. THE DEADLINE FOR SIGNING TIMECARDS AND AMENDMENTS IS 11 AM (LOCAL TIME). (See Note 2 for Exceptions)
2. Exceptions to Collecting Timecards and Labor records:
 - (a) Holiday - When there is a Holiday on Monday of Week 1, the deadline for collection of Timecards is 11AM on Tuesday after the Holiday. The rest of this schedule remains the same.
 - (b) Hawaii - Hawaii Facilities must have Timecards ready for collection by COB Sunday, Week 1.
 - (c) Hawaii - Hawaii Facilities must have Amendments ready for collection by COB Wednesday, Week 2.
3. Certification must take place before the Timecard and Labor records can be collected. If a Timecard is not signed, the signed Base Schedule and Labor Default is collected in lieu of the current Timecard and Labor record. The unsigned Timecard and Labors record move to Amendments.
4. Signed Timecards and Amendment records that are modified, before collection, become unsigned. These records must be certified again.
5. Timecards, Labor records and Amendments can be Reviewed and Signed anytime BEFORE the 11AM pick-up. The Timekeeper will contact you when the records are ready.
6. Certification must occur before an Amendment can be collected. All Amendments that are signed will be collected and any Amendment not Signed by the deadline will remain in the file until certification occurs.
7. Payroll Corrections are returned from Payroll whenever Payroll makes a change to a record that has been submitted. **The Certifier and the Timekeeper** should review this change. If any Payroll Correction is in error, the Timekeeper should submit an Amendment.

Exception Codes

Exception Codes can be entered on the Timecard, Labor Detail, Amendment, and Base Schedule screens. Only the appropriate codes for each record type are available. Codes can be dragged and dropped to the appropriate day from the Exception Code Tool Bar or the Pop-Up List of codes that displays by clicking the right mouse button. Point to the code to display a Tool Tip. As shown here, **Bold** codes (shown in red on the FEDdesk record) **reduce time worked** during the Pay Period. **Underlined bold** codes (shown in blue) **add time worked** to the Base Hours for the Pay Period. Other codes (shown in black) affect pay or classify the type of leave and have no affect on hours worked on the Labor Summary.

01	Regular Scheduled Time (green) *	44	Restored Leave #1
02	Holiday Observed (red) **	45	Restored Leave #2
05	Actual Standby Hours (black)	46	<u>Religious Comp Earned</u>
07	FLSA Hours Worked	47	Religious Comp Used
09	Make Up Hours Before OT	50	Sick Leave
10	<u>Regular Schedule OT</u> (blue)	51	Regular Military
11	Holiday Worked	52	Law Enforcement Military
12	Sunday Premium	53	DC Nat Guard Military
13	<u>Comp. Time Earned</u>	54	Award Leave Used
14	<u>Irregular Scheduled OT</u>	55	Furlough (Over 30 Days)
15	<u>Call Back OT</u>	56	Lack of Funds (Over 30 Days)
17	<u>OT Rotating Shift</u>	57	FMLA - Family
20	Second Shift Night Diff	58	FMLA - Employee
22	EDP Act. Expose / OT 4%	59	Suspension
23	EDP Act. Expose / OT 6%	60	LWOP
24	EDP Act. Expose / OT 25%	61	AWOL
25	EDP Act. Expose / OT 50%	62	Actual Exposure - 4%
27	FFL - Family	63	Actual Exposure - 6%
28	FFL - Funeral	64	Actual Exposure - 25%
29	FFL - Adoption	65	Actual Exposure - 50%
30	Third Shift Night Diff	66	Hours in Pay Status - 4%
34	Furlough Regular Hours	67	Hours in Pay Status - 8%
35	Furlough Lack of Funds	68	Hours in Pay Status - 25%
36	<u>Credit Hours Earned</u>	81	COP Used #1
37	<u>Credit Hours Used</u>	82	COP Used #2
40	Annual Leave	83	COP Used #3
41	Comp. Time Used	84	Other Paid Absences
42	Court Leave	85	Donated Leave Used
		87	LWOP Workman's Comp Used

* 01 – Regular Scheduled Time - This code number does not display on the Timecard and only appears as an Exception Code for Labor Facilities. Instead of using this code on the Timecard, the Regular Tour of Duty displays in Summary Hour format on the left side of the Timecard. These hours are not changed on the Timecard, but during Payroll processing, the Regular Tour of Duty hours are adjusted if Exception Codes have been entered for the day.

** 02 – Holiday Observed – This code number displays only for Labor Facilities. The code is not used to adjust Timecard hours since the Payroll System handles holidays automatically. The code is used for Labor because holiday time reduces productive hours for the Pay Period. The code is automatically entered on the Timecard and Labor record for the Pay Period where a holiday occurs.

Conversion Table - Hours / Minutes to Tenths of an Hour

Summary Hours are used to record the total amount of time an employee is engaged in a specific activity during the workday. ALL Exception Codes entered on a Timecard or the Labor Detail screen must have a corresponding Summary Hour Code. The Summary Hour Code (hhtH) is used to record hours and tenths of hours instead of hours and minutes or actual time. Currently the actual Start and Stop time is not entered on the Timecard or the Labor Detail screen.

Summary Hours are entered on the Timecard in the 'Start' column after an Exception Code is entered or dropped in the 'Code' column.

Summary Hours are entered on the Labor Detail screen in the 'Hours' column after an Exception Code is entered or dropped in the 'Code' column.

Rules to remember when using Summary Hours:

- Summary Hour codes are always 4 digits, using the format shown below.
- Summary Hours show usage of work time or leave time.
- **No** entry is made in the 'Stop' field. This field is always blank.
- Meal Start/Stop fields should always be blank or 0s.

Summary Hour Code Format hhtH

hh = Number of Hours worked (01-24)
t = Tenths of Hours (See chart below)
H = Fixed code (Always upper case)

MINUTES	TENTHS OF AN HOUR
0 - 5	0
6 - 11	1
12 - 17	2
18 - 23	3
24 - 29	4
30 - 35	5
36 - 41	6
42 - 47	7
48 - 53	8
54 - 59	9

Examples:

SUMMARY HOUR CODE

ACTUAL HOURS/MINUTES

007H

42-47 MINUTES

020H

2 HRS

100H

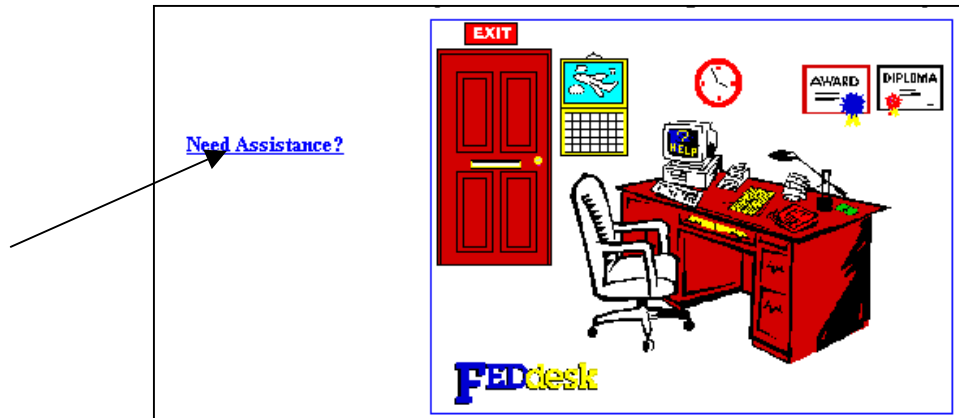
10 HRS

055H

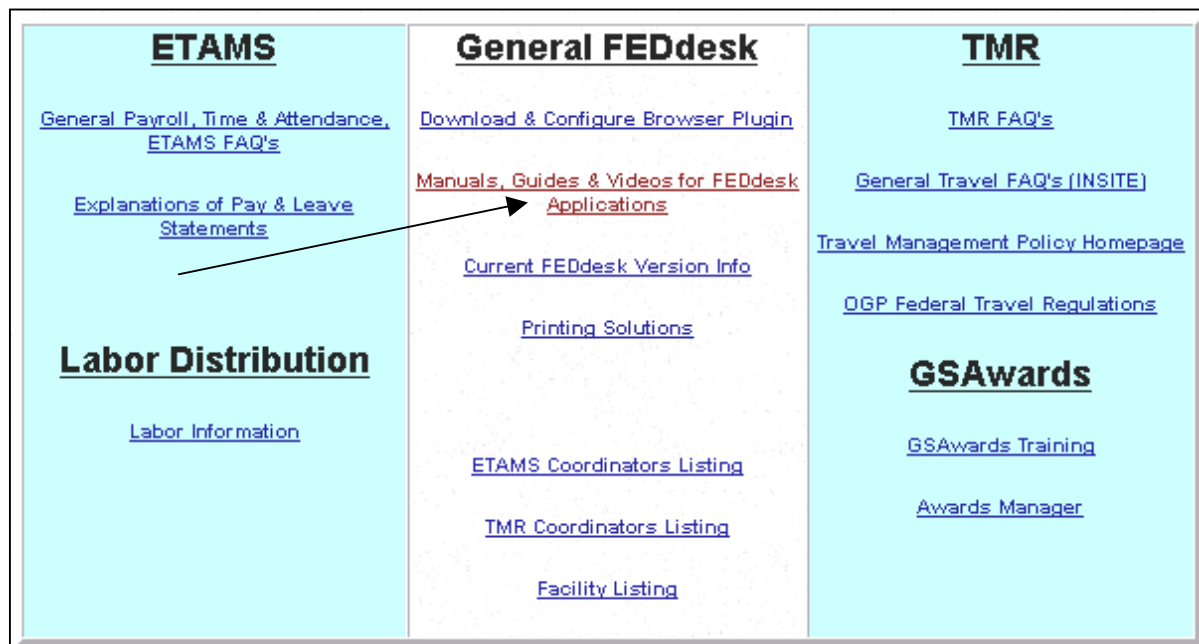
5 HRS AND 30-35 minutes

FEDdesk Videos

1. Go to <http://feddesk.gsa.gov>
2. Click 'Need Assistance?'



3. Click 'Manuals, Guides and Videos for FEDdesk Applications'



4. Click 'FEDdesk Video Page'

You may need to install Real Player 8, available on GSA Insite.

You may use the link on the Tutorial Homepage.

FEDdesk Videos List

CATEGORY	LESSON	LENGTH (Min)
FEDdesk	FEDdesk Overview	9
FEDdesk	Logging On & Off FEDdesk	9
FEDdesk	Changing Your Password	3
ETAMS	ETAMS Overview	13
ETAMS	Using Summary Hour Codes	7
ETAMS	Exception Codes	19
ETAMS	Setting Up the ETAMS Base Schedule	14
ETAMS	Completing the Timecard Part 1	7
ETAMS	Completing the Timecard Part 2	9
ETAMS	ETAMS Edits and Error Messages	14
ETAMS	Review & Certification of Timecards	14
Labor	Labor Overview	9
Labor	Setting Up a Labor Default	11
Labor	Using the Labor Summary Screen	12
Labor	Using the Labor Detail Screen	15
Labor	The Restricted Labor Option	18
Labor	Adding Labor Amendments	10
Labor	Setting Up the Labor Employee	5
Labor	Getting the Facility Ready for Labor	
Labor	Creating Labor Facility Tables	17
Labor	Setting Up Labor Clerks	12
Labor	Setting Up Base Users for Labor	8